

The U.S. Embassy in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Vacancy Announcement No. / Position Title**

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**FSN# 2013/115 (T)**  
**Medical Equipment Technician**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Equipment Technician, FSN-6, FP-8, Trainee

**OPENING DATE:** December 27, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies;
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/115**

**Medical Equipment Technician**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Equipment Technician, FSN-7, FP-7

**OPENING DATE:** December 27, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/128 (T)**  
**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-7; FP-7, Trainee

**OPENING DATE:** December 13, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/128**

**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-8; FP-6

**OPENING DATE:** December 13, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);



(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN#2014/23 (T)**  
**Security Equipment Technician**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Equipment Technician, FSN-5, FP-9, Trainee

**OPENING DATE:** February 14, 2014

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-5 ₪ 324,136 p.a. (Starting salary)  
Not Ordinarily Resident (NOR): FP-9

**ALL NORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, and Vientiane.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Four years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment.
- (3) Level II (Limited knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license (Copy of driver license is required).

**SELECTION PROCESS:**

When fully qualified U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**CLOSING DATE FOR THE POSITION:** Until filled

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**FSN#2014/23**

**Security Equipment Technician**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Equipment Technician, FSN-6, FP-8

**OPENING DATE:** February 14, 2014

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-6 ₪ 362,706 p.a. (Starting salary)

Not Ordinarily Resident (NOR): FP-8

**ALL NORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, and Vientiane.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Five years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment.
- (3) Level II (Limited knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license (Copy of driver license is required).

**SELECTION PROCESS:**

When fully qualified U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

**TO APPLY:**

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**CLOSING DATE FOR THE POSITION:** Until filled

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**FSN# 2014/25**

**Medical Research Scientist(Care and Counseling)**

**OPEN TO:** All interested Candidates

**POSITION:** Medical Research Scientist (Care and Counseling), FSN-12, FP-3

**OPENING DATE:** February 14, 2014

**CLOSING DATE:** March 13, 2014

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Ordinarily Resident (OR): FSN-12 ฿ 1,439,657 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist(Care and Counseling) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Working under the Associate Director for GAP to support technically and administratively the cooperative agreements and TUC funded HIV care and TB/STI projects. The position is essential because of an enormous advance knowledge and information regards to HIV/TB/STIs care and treatment, the amount of funded projects and staff to implement the projects, the administrative and technical areas which the section staff needs for supervision, and the cooperation efforts for program management activities among various level of stakeholders (national, regional, provincial and local level).

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) A doctor of medicine degree or PhD trained as a biological or medical scientist is required;
- (2) Minimum of seven years progressively responsible work in care of persons with infectious diseases, including HIV/AIDS, TB, OIs, and STDs is required. Additional five years supervisory experience interaction with subordinates and professional staff from other institutions or organizations;
- (3) Level IV (Fluent) in speaking/ reading/ writing/ understanding Thai and (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

- (4) Must be able to develop appropriate protocols and detailed guidelines in the absence of specified procedures;
- (5) Able to monitor and evaluate progress of projects, detecting scientific, personnel, logistical, and implementation problems and makes revisions as necessary to overcome obstacles and constraints;
- (6) Able to conduct training sessions for staff and collaborators on issues related to project implementation.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**CLOSING DATE FOR THE POSITION:** March 13, 2014

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**FSN# 2014/26**  
**Telephone Operator**

**OPEN TO:** All Interested Candidates

**POSITION:** Telephone Operator, FSN-5, FP-9

**OPENING DATE:** February 28, 2014

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Operator in its Telephone Services Division, Information Resource Management office located at 120 – 122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The Telephone Switchboard Operations Center operates continuously, 24 hours a day, 365 days a year. The Telephone Operator's main concern is with the processing and handling of diplomatic, official, and emergency telecommunications. It is the responsibility of the Telephone Switchboard Operations Center's operators to provide administrative services as needed, and to serve as the primary point of contact for all internal/external embassy related business and emergencies.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor's Degree in Business Administration or Liberal Arts is required;
- (2) Two years' experience in telephone switchboard operations or related office experience is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Able to work on a rotational basis;
- (5) Must provide high level of customer service despite a high pressure environment;

**SELECTION PROCESS:**



When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until filled

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**FSN# 2014/30**  
**Maintenance Man**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Man, FSN-5, FP-9

**OPENING DATE:** February 28, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 44 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Maintenance Man in its Management and Operations Division, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Serve as the TUC maintenance man to provide maintenance services to TUC activities of all sections: main office building, Laboratory, IT section and two hospital sites. Performs facilities maintenance: electrical, water and plumbing air conditioning system and office furniture, mechanical and computerize equipment repairs as well as laboratory equipment and sorts for the sources of the spare parts and maintenance services. Assists the Special Project Coordinator and Procurement Agent to procure local office furniture and supplies relevant to maintenance issues. The incumbent transports equipment and supplies for TUC facility/maintenance activities.

**QUALIFICATIONS REQUIRED:**

- (1) Completion of commercial college, vocational school/training institutes with electrical, air conditioning, mechanical system and carpentry is required;
- (2) Three years of progressive responsible work experience in maintenance on at least one of the following systems electricity, air conditioning, construction renovation or general office machines and general mechanics;
- (3) Level III (Good) speaking/reading/writing in Thai and Level II (Limited Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least 400 can be submitted

after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Ability to use computer, calculator, and other machines;

(5) Must possess a driving license (Please submit driver license with application).

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 13, 2014

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**FSN# 2014/32 (T)**  
**Surveillance Detection Coordinator**

**OPEN TO:** All interested Candidates

**POSITION:** Surveillance Detection Coordinator, FSN-6; FP-8, Trainee

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum starting salary)  
Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Manage the Surveillance Detection (SD) Program for the Regional Security Office (RSO). Serve as an assistant to ARSO/RSO and as immediate supervisor of 4-member surveillance detection team responsible for surveillance detection over all USG facilities. Serve as direct supervisor and evaluator of a surveillance detection guard supervisor and overall supervisor and evaluator of 12 SD Specialists.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of commercial college;
- (2) Two years' experience in law enforcement or security experience which involves observation/surveillance skills and techniques;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to manage the work of others in a team environment;
- (5) Program management skills and organizational ability;

(6) Must possess a valid Thai driving license (please submit a copy of the license).

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 27, 2014.

**“This is a re-advertisement of announcement from February 28. Applications previously received will also be considered.”**

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**FSN# 2014/32**

**Surveillance Detection Coordinator**

**OPEN TO:** All interested Candidates

**POSITION:** Surveillance Detection Coordinator, FSN-7; FP-7

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Manage the Surveillance Detection (SD) Program for the Regional Security Office (RSO). Serve as an assistant to ARSO/RSO and as immediate supervisor of 4-member surveillance detection team responsible for surveillance detection over all USG facilities. Serve as direct supervisor and evaluator of a surveillance detection guard supervisor and overall supervisor and evaluator of 12 SD Specialists.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of commercial college;
- (2) Three years' experience in law enforcement or security experience which involves observation/surveillance skills and techniques;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to manage the work of others in a team environment;
- (5) Program management skills and organizational ability;
- (6) Must possess a valid Thai driving license (please submit a copy of the license).

## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

## **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 27, 2014.

**“This is a re-advertisement of announcement from February 28. Applications previously received will also be considered.”**

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**FSN# 2014/33 (T)**  
**Surveillance Detection Guard**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Guard, FSN-3, FP-BB (Trainee)

**OPENING DATE:** March 7, 2014

**CLOSING DATE:** March 20, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-3 ฿ 219,568 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Guard in its Regional Security Office (RSO) office located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai.**

**BASIC FUNCTIONS REQUIRED:**

To observe, detect and report potential acts of hostile surveillance against U.S. Mission Thailand facilities and personnel. Position will report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Specialists will be required to work primary outdoors, be proficient in the use of digital camera and mobile telephone technology.

**QUALIFICATIONS REQUIRED:**

- (1) Completion of high school;
- (2) At least six months of security related experience;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and Level I (Rudimentary Knowledge) of English (Provide a copy of valid TOEIC score of at least 250, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must not have any physical limitations, know how to operate a bicycle or motorcycle safely, and possess a valid Thai car and motorcycle driver's license (a copy of Thai car and motorcycle driver's license is required with application);
- (5) Ability to work independently and outside in all kinds of weather conditions, observe patterns of behavior, and operate photographic and mobile phone equipment.

**SELECTION PROCESS:**



When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:  
[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 20, 2014

**“This is the same position that was advertised as FSN# 2013/116.  
Those who previously applied need not apply again.”**

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**FSN# 2014/33**

**Surveillance Detection Guard**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Guard, FSN-4, FP-AA

**OPENING DATE:** March 7, 2014

**CLOSING DATE:** March 20, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4 ฿ 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Guard in its Regional Security Office (RSO) office located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai.**

**BASIC FUNCTIONS REQUIRED:**

To observe, detect and report potential acts of hostile surveillance against U.S. Mission Thailand facilities and personnel. Position will report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Specialists will be required to work primary outdoors, be proficient in the use of digital camera and mobile telephone technology.

**QUALIFICATIONS REQUIRED:**

- (1) Completion of high school;
- (2) At least one year of security related experience;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and Level I (Rudimentary Knowledge) of English (Provide a copy of valid TOEIC score of at least 250, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must not have any physical limitations, know how to operate a bicycle or motorcycle safely, and possess a valid Thai car and motorcycle driver's license (a copy of Thai car and motorcycle driver's license is required with application);
- (5) Ability to work independently and outside in all kinds of weather conditions, observe patterns of behavior, and operate photographic and mobile phone equipment.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (5) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (6) The candidate must be able to obtain and hold medical and security clearances.
- (7) The candidate must submit all the required documents as requested.
- (8) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:  
[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 20, 2014

**“This is the same position that was advertised as FSN# 2013/116.  
Those who previously applied need not apply again.”**

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**FSN# 2014/35**

**Administrative Assistant**

**OPEN TO:** All interested Candidates

**POSITION:** Administrative Assistant, FSN-7; FP-7

**OPENING DATE:** March 7, 2014

**CLOSING DATE:** March 20, 2014

**WORK HOURS:** Full-time; 44 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its

Area Telecommunications Office – Asia (ATO/ASIA) located on Rajdamri compound, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provides all areas of Locally Employed (LE) Staff supervision, and provides logistics and support for Area Telecommunications Office - ASIA employees. In addition, the job holder will team up with the ATO LE Staff supervisor counter-part when joint activities are required, which equates to supporting an additional office. Job holder must be able to manage multiple tasking in areas of procuring, cash handling, paying bills, visa expediting, translating, chauffeuring, project management and various administrative duties. Also, responsible for driver scheduling and supervisory responsibility for all warehouse operations including the inventory management database residing on the OpenNet (ATO Asia O://). The job holder is direct supervisor and evaluator of three LE Staff personnel.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Associates Degree, High Vocational School, or Commercial School;
- (2) At least two years of experience in administrative work or logistics management with some warehouse operation experience plus a minimum of one year of supervisory work experience;

- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to be handle a diversity of tasks and set priorities with a constantly changing schedule;
- (5) Ability to be on call 24 hours a day, 7 days a week and available to work weekends, late nights and early morning;
- (6) Ability to drive various types of motor vehicles e.g., sedans, vans, and motorcycles. Must possess a valid Thai driving license (please submit a copy of the license).

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 20, 2014.

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**FSN# 2014/36 (T)**  
**Political Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Political Specialist, FSN-10, FP-5 (Step 5 thru 14)

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Political Specialist in its Political Section located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

**BASIC FUNCTIONS REQUIRED:**

To support U.S. Government officials at Post to fulfill their political mission: to develop, maintain and promote ties and mutual understanding with the host country/community; to monitor and report on the political situation in northern Thailand in support of U.S. interests; and to advance U.S. policies and goals in the host country. With the goal of representing and furthering U.S. interests, the job holder must possess excellent analytical, research, planning and liaison skills. In order to support Post's principal officer with a multifaceted agenda, the job holder must be able to juggle many ongoing assignments simultaneously, while remaining aware of new developments and providing candid and accurate information and insight.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor's degree in Political Sciences, Art or Social Science and minimum of 4 years work in job involving regular substantive contact with government officials and political leaders and/or analysis of political and social developments.

**OR**

Completion of High Vocational School and minimum of 6 years work in job involving regular substantive contact with government officials and political leaders and/or analysis of political and social developments;

- (2) Level IV (Fluent) speaking/reading/writing in Thai and English. (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (3) Ability to work and deal effectively with others and the tact, discretion and capacity to obtain cooperation and confidence from colleagues and Thai contacts in performing official duties.
- (4) Ability to think logically and objectively, to evaluate facts, evidence, and related information, and to arrive at sound conclusions.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 27, 2014.

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**FSN# 2014/36**  
**Political Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Political Specialist, FSN-11, FP-4

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-4 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Political Specialist in its Political Section located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

**BASIC FUNCTIONS REQUIRED:**

To support U.S. Government officials at Post to fulfill their political mission: to develop, maintain and promote ties and mutual understanding with the host country/community; to monitor and report on the political situation in northern Thailand in support of U.S. interests; and to advance U.S. policies and goals in the host country. With the goal of representing and furthering U.S. interests, the job holder must possess excellent analytical, research, planning and liaison skills. In order to support Post's principal officer with a multifaceted agenda, the job holder must be able to juggle many ongoing assignments simultaneously, while remaining aware of new developments and providing candid and accurate information and insight.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor's degree in Political Sciences, Art or Social Science and minimum of 5 years work in job involving regular substantive contact with government officials and political leaders and/or analysis of political and social developments.

**OR**

Completion of High Vocational School and minimum of 7 years work in job involving regular substantive contact with government officials and political leaders and/or analysis of political and social developments;



- (2) Level IV (Fluent) speaking/reading/writing in Thai and English. (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (3) Ability to work and deal effectively with others and the tact, discretion and capacity to obtain cooperation and confidence from colleagues and Thai contacts in performing official duties.
- (4) Ability to think logically and objectively, to evaluate facts, evidence, and related information, and to arrive at sound conclusions.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 27, 2014.

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**FSN# 2014/37 (8 positions)**

**Trades Helper** ผู้ช่วยช่าง

**OPEN TO:** All Interested Candidates

**POSITION:** Trades Helper, FSN-2, FP-CC

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** เงินเดือน 14,796 บาทต่อเดือน

Ordinarily Resident (OR): FSN-2, THB 177,550 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-CC (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Trades Helper in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Trades Helper primary duties will be to provide semi-skilled assistance to Facility Maintenance Tradesmen performing skilled maintenance and repair tasks on USG buildings, grounds, and equipment. Tasks may include, but not limited to, helping tradesmen in the following fields: carpentry, plumbing, electrical, air conditioning and refrigeration, welding, metal repair, masonry work, and minor janitorial or grounds maintenance duties.

มีหน้าที่ช่วยงานถึงฝีมือแก่ทีมงานช่างฝีมือ และช่างเทคนิคของแผนกบำรุงรักษาอาคารและสถานที่ ลักษณะงานที่ปฏิบัติเกี่ยวกับการดูแล ตรวจสอบ ซ่อมบำรุงอาคาร สถานที่ อุปกรณ์ เครื่องมือ เครื่องใช้ต่างๆ ของรัฐบาลสหรัฐอเมริกา ซึ่งงานในนี้รวมถึงงานไม้ งานประปา งานไฟฟ้า งานระบบปรับอากาศและระบบทำความเย็น งานเชื่อมและซ่อมโลหะ งานซ่อมเครื่องจักรกลขนาดเล็กหรือเครื่องกำเนิดไฟฟ้า งานปูน และงานทำความสะอาด หรือบำรุงรักษาภาคพื้นสนามเล็กน้อย

**QUALIFICATIONS REQUIRED:**

(1) Completion of High School (Mathayom 6);

- (2) One year of general work experience as a shop assistant in construction, or building maintenance;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai;
- (4) Must be able to use basic measuring tools and all basic hand tools, to include A-frame and straight ladders;
- (5) Ability to drive pick-up truck or cargo van with a valid driving license (Please provide a copy of the license);
- (6) Ability to lift and manipulate 30 kilograms.

#### **คุณสมบัติ**

- (1) วุฒิการศึกษา ระดับ ม. 6
- (2) มีประสบการณ์ด้านผู้ช่วยส่วนงานก่อสร้าง งานบำรุงรักษาอาคารอย่างน้อย 1 ปี
- (3) สามารถพูด อ่าน และเขียนภาษาไทยได้
- (4) มีความสามารถในการใช้เครื่องมือวัดพื้นฐาน และเครื่องมือช่างทั้งหมด รวมถึงการใช้บันไดที่มีลักษณะโครงสร้างแบบตัว “A” และบันไดพาด
- (5) มีความสามารถในการขับรถกระบะ หรือรถตู้บรรทุกสินค้า และมีใบอนุญาตขับขี่ (กรุณาแนบสำเนาใบอนุญาตขับขี่)
- (6) มีความสามารถในการยกและเคลื่อนย้ายสิ่งของวัสดุหนัก 30 กิโลกรัม

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

## TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: March 27, 2014**

เอกสารสมัครงาน

1. ใบสมัคร DS-174 (ดาวน์โหลดได้ที่ [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html)) หรือประวัติ  
ห้าม คัดรูปบนใบสมัครหรือประวัติ
2. สำเนาวุฒิการศึกษา
3. สำเนาใบอนุญาตขับขี่

วิธีการส่งเอกสารสมัครงาน

- อีเมลล์ [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) หรือ
- โทรศัพท์ (แฟกซ์) 02-205-4928 หรือ
- ไปรษณีย์มาที่

สถานทูตสหรัฐอเมริกา

ฝ่ายทรัพยากรบุคคล (สมัครงาน)

เลขที่ 120-122 ถ. วิทยู แขวง ลุมพินี

เขต ปทุมวัน กรุงเทพฯ 10330

**ปิดรับสมัครวันที่ 27 มีนาคม 2557** สอบถามข้อมูลเพิ่มเติมที่ 02-205-4463

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**FSN# 2014/38 (T)**

**Realty Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Realty Administrative Assistant, FSN-6, FP-8 (Trainee)

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6 \$362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Realty Administrative Assistant its General Services Office/Housing (GSO/Housing) located on Rajdamri Compound, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent has the primary responsibility for managing the GSO Housing check-in/check-out process for all Embassy employees arriving or departing Bangkok. S/He schedules and conducts exit inspections for some 420 residences when employees are preparing to depart. S/He assists new employees and sponsors with residential keys, housing questions, and provides housing resource information. S/He tracks and is accountable for residential keys sets to employees, the GSO Housing office, and the backup storage location.

**QUALIFICATIONS REQUIRED:**

(1) Completion of College Studies and at least two years of real estate management or project management experience or housing matters

**OR** completion of high school and four years of real estate management or project management experience or housing matters;

(2) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

(3) Must possess good typing skills and other skills required to operate general office equipment;

- (4) Must be able to negotiate effectively and have good customer service skills when dealing with others, specifically with landlords, vendors, contractors, and with Americans;
- (5) Have Microsoft Office knowledge and ability to draft documents and correspondence with minimal supervision.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 27, 2014

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**FSN# 2014/38**

**Realty Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Realty Administrative Assistant, FSN-7, FP-7

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7 ฿480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Realty Administrative Assistant its General Services Office/Housing (GSO/Housing) located on Rajdamri Compound, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent has the primary responsibility for managing the GSO Housing check-in/check-out process for all Embassy employees arriving or departing Bangkok. S/He schedules and conducts exit inspections for some 420 residences when employees are preparing to depart. S/He assists new employees and sponsors with residential keys, housing questions, and provides housing resource information. S/He tracks and is accountable for residential keys sets to employees, the GSO Housing office, and the backup storage location.

**QUALIFICATIONS REQUIRED:**

(1) Completion of College Studies and at least three years of real estate management or project management experience or housing matters

**OR** completion of high school and five years of real estate management or project management experience or housing matters;

(2) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

(3) Must possess good typing skills and other skills required to operate general office equipment;

- (4) Must be able to negotiate effectively and have good customer service skills when dealing with others, specifically with landlords, vendors, contractors, and with Americans;
- (5) Have Microsoft Office knowledge and ability to draft documents and correspondence with minimal supervision.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

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**CLOSING DATE FOR THE POSITION:** March 27, 2014

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**FSN#2014/40 (T)**  
**Computer System Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer System Analyst, FSN-9; FP-5(Step 1 thru 4), Trainee

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (minimum starting salary)  
Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**LENGTH OF HIRE:** n/a

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in computer science or information technology;
2. Three years of progressively responsible experience in professional Computer System, Database Administrator, or software systems development and maintenance;
3. Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);

4. Ability to analyze computing processes and identify practices and procedures which require correction or modifications;
5. Ability to apply computing, disbursing and payroll knowledge to the identification of user automated accounting systems needs and the requirements for and the implementation of enhancements to the automated payroll systems used in connection with international financial operations.

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

#### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

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**CLOSING DATE FOR THE POSITION:** March 27, 2014.

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**FSN#2014/40**

**Computer System Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer System Analyst, FSN-10; FP-5(Step 5 thru 14)

**OPENING DATE:** March 14, 2014

**CLOSING DATE:** March 27, 2014

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (minimum starting salary)  
Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

**LENGTH OF HIRE:** n/a

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in computer science or information technology;
2. Four years of progressively responsible experience in professional Computer System, Database Administrator, or software systems development and maintenance;

3. Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
4. Ability to analyze computing processes and identify practices and procedures which require correction or modifications;
5. Ability to apply computing, disbursing and payroll knowledge to the identification of user automated accounting systems needs and the requirements for and the implementation of enhancements to the automated payroll systems used in connection with international financial operations.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 27, 2014.

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